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Dear
This is to confirm our appointment next Wednesday, 16 January. My flight, Continental 195, arrives at Houston Intercontinental at 10:10 a.m., your time.
I shall call you upon my arrival. Let me repeat, however, that I am perfectly able to take a cab to your house, should this be more convenient for you.
I look forward to chatting with you. Several of your friends to whom I have talked agree that you were a key player in the events about which I am writing.
Again, please know of my appreciation for your willingness to help us in this manner. Should something come up, I can be reached at
Sincerely,
Staff Historian

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